

Appointment details  
**Analyst Programmer – Student  
Systems**

Job Ref: R170463

Closing Date: 23.59 BST on  
Wednesday 25 October 2017

EXCELLENT  
DIFFERENT  
DISTINCTIVE  
**ASTON**



## Contents

- ▶ About Aston University
- ▶ Welcome from Professor Helen Higson, Provost and Deputy Vice-Chancellor
- ▶ University values and staff expectations
- ▶ Job description
- ▶ Person specification
- ▶ Salary and benefits
- ▶ How to apply and the selection process
- ▶ Outline terms and conditions
- ▶ About Aston University

Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to business and the professions. Professor Alec Cameron became Vice Chancellor of the University in 2016, building on a strong legacy left by the Baroness Brown of Cambridge.

### Outstanding graduate employability

Aston has been a leading university for graduate employment success for over 25 years. More than 80% of Aston graduates go on to a graduate level job within six months. The majority of Aston students choose to take an integrated placement year or year abroad, making them very attractive to employers. We have strong relationships with national and international graduate employers, as well as smaller and local employers. These relationships are extremely important and make a real contribution to graduate employability.

### Career focussed programmes

Aston's close and established links with business, the public sector and the professions ensure that our career focussed degree programmes are inspiring, challenging and constantly updated to equip students with essential work-related skills and experiences.

### Excellence in teaching and research

We are committed to high quality teaching and academic excellence, ensuring we provide the highest standard of education to our students. Aston has an excellent reputation for research which shapes and improves lives. We're proud of the quality of our research and the real world applications developed as a result – it makes a substantial and beneficial difference to people, organisations and society.

Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

### International

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year

Aston University is ranked 29th in the world and 9th in the UK as one of the 'most international universities in the world.' (The Times Higher World University Ranking, 2016-17).

### Birmingham – one of Europe's liveliest cities

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

### A green, sustainable campus

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social and accommodation facilities for our 14,355 students. All staff have the opportunity to contribute to our sustainability agenda and practices.



## Welcome from Professor Helen Higson

*Dear applicant*

I am delighted that you are considering applying for this position at what is a particularly exciting time for Aston University, and an incredibly challenging time for the Higher Education (HE) sector. The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty.

The Centre for Learning Innovation and Professional Practice (CLIPP) plays a central role in supporting staff to provide the highest possible learning experience. Our research-informed curricula, with strong links to business, industry and the professions, have always been designed to maximise the employability of our graduates and ensure that students thrive whatever their background. CLIPP works in collaboration with our academic Schools and Human Resources and has ensured over recent years that there has been considerable culture change and increased professionalism in learning and teaching. A number of exciting new curriculum innovations have been led by CLIPP and we are looking forward to appointing someone who will continue this tradition.

Aston is well positioned for the future. Our vision 'Employable Graduates; Exploitable Research' not only inspires and motivates students, but speaks to business and governments, who will increasingly look to Aston for ideas and partnership.

I look forward to receiving your application, and learning more about how you feel you can contribute to Aston's continuing success.

A handwritten signature in blue ink that reads "H. E. Higson". The signature is written in a cursive, flowing style.

**Professor Helen Higson**  
Provost and Deputy Vice-Chancellor

## ► University values

All staff are expected to demonstrate / promote the University's values and expectations, which are an integral part of our 2020 strategy and underpin the culture of the University. Our vision is to be the UK's leading University for business and professions, where original research, enterprise and inspiring teaching deliver global impact. More information about the university's values is available at [www.aston.ac.uk/staff/working/dare-to-succeed/values/](http://www.aston.ac.uk/staff/working/dare-to-succeed/values/)

In addition, our leaders are expected to be accountable, help to execute strategic visions of the University, share and set clear expectations that inspire those around them. Further information on our leadership expectations can be found at: <http://www.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allid=158042>



## ► Staff expectations

All staff are expected to;

- Be committed to delivering high performance
- Recognise and praise the high performance of others
- Remain open to new ideas and seek to act quickly for positive change
- Develop themselves, and support the development of others
- Be ambitious, for themselves, their teams and the university
- Engage with others, listen, observe and communicate
- Focus on excellent customer service, finding solutions and saying “yes”
- Make reasoned decisions without fear of blame
- Engender trust through their own actions
- Be fair in all matters

## ► Job description

To develop, maintain, implement and support new and existing Student data systems and processes across the University.

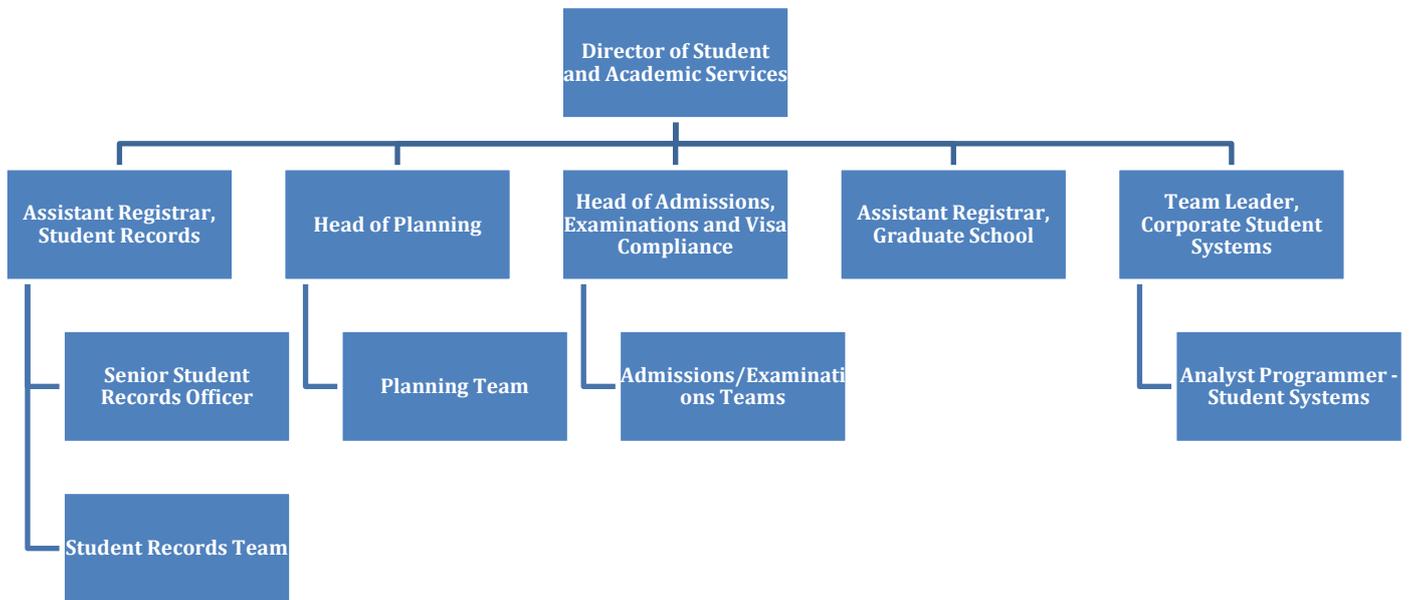
### Responsibilities

- ▶ To support the implementation of new applications and processes across the University and subsequently support and develop such applications and processes.
- ▶ To support, enhance and develop both the student records system, SITS:Vision, and the online student data portal (My Aston Portal - MAP) using the e:vision toolkit.
- ▶ To carry out business and systems analysis, procurement, programming, testing, installation activities and going “live” for new applications and processes, and providing subsequent support.
- ▶ To support existing applications through all applications related software including database products from Microsoft and Oracle and reporting tools and systems from Business Objects.
- ▶ To communicate effectively with all new system or development system stakeholders including support services management, senior academic staff, end-users and students for all assigned applications.
- ▶ To ensure that the required documentation is written and updated before systems go from development to production.
- ▶ To report regularly on progress made.
- ▶ To attend proposed training and learning courses as necessary. To keep up to date with ICT technology and other relevant areas of change through formal and informal means.

### General

- ▶ To develop an excellent knowledge of the Tribal SITS:Vision Student Records system database and e:Vision toolkit.
- ▶ To develop an excellent knowledge of HE business processes.
- ▶ To create and maintain high quality documentation.
- ▶ To identify opportunities for improvement in services, systems and processes within the University.
- ▶ To attend and actively take part in meetings in connection with the post holder's work.
- ▶ To undertake any additional tasks, commensurate with the grade, as requested by your line manager.
- ▶ Liaise with external suppliers.
- ▶ To comply with the University Health and Safety Policy.

## Student and Academic Services staffing structure



## Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.



► **Person specification**

	Essential	Method of assessment
<b>Education and qualifications</b>	An honours degree or equivalent.	Application form
<b>Experience</b>	<p>Experience of developing and supporting SITS:Vision and e:Vision content</p> <p>Experience of management information systems (such as SITS:Vision) at an experienced user level.</p> <p>Experience of requirements gathering and analysis.</p> <p>Experience of Oracle databases and PL/SQL.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Ability to work on own initiative and effectively prioritise a varied and demanding workload, often to tight deadlines.</p> <p>Ability to learn new processes, systems and data structures quickly.</p> <p>Excellent oral and written communication skills, and the ability to interact with and communicate complex issues to internal colleagues at a range of levels.</p> <p>Demonstration of successful business analysis and project management work and innovative thinking.</p> <p>Analytical ability and attention to detail and accuracy.</p> <p>Excellent customer service and stakeholder engagement skills.</p>	Interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	Evidence of continuing professional development	Application form
<b>Experience</b>	Experience in, or understanding of, the Higher Education Sector.  Experience of web technologies such as HTML, CSS, jQuery, JavaScript, XML  Experience of Business Objects or other reporting tools	Application form and interview
<b>Aptitude and skills</b>	Ability to take innovative approaches to problem solving and devising inventive and creative solutions.  Experience in creating training material and carrying out training.	Interview



### ► Salary & benefits

This post is offered on fixed term basis for 12 months. The appointment is grade 7 and the salary range for this grade is £25,728 to £30,688 per annum (and exceptionally up to £33,518 per annum).

<b>Holiday entitlement</b>	30 days per annum, in addition to 13 days public and university holidays.
<b>Pension</b>	Eligible staff are offered membership of the University Superannuation Scheme which is a hybrid pension arrangement. For further information please visit <a href="http://www.uss.co.uk/members/members-home">www.uss.co.uk/members/members-home</a> .
<b>Contribution pay</b>	The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.
<b>Relocation</b>	Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-

ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment. Positions which are externally funded fall outside of this policy. Individuals may be eligible to claim costs in line with the relevant funding arrangements.

Visit our website: [aston.ac.uk/hr](http://aston.ac.uk/hr) for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

### ► How to apply and the selection process

Please visit our website [aston.ac.uk/jobs](http://aston.ac.uk/jobs) to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

<b>Closing date for applications</b>	25 October 2017
<b>Interview date</b>	Week commencing 6 November 2017

Please contact Richard Block for an informal discussion about the role.

Tel: +44(0) 121 204 4458 Email: [R.BLOCK@aston.ac.uk](mailto:R.BLOCK@aston.ac.uk)

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Christine Campbell HR Business Partner +44 (0) 121 204 4586 <a href="mailto:c.m.campbell@aston.ac.uk">c.m.campbell@aston.ac.uk</a>	Karen Clinton Recruitment Administrator +44 (0) 121 204 3351 <a href="mailto:k.clinton@aston.ac.uk">k.clinton@aston.ac.uk</a>
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### ► Outline terms and conditions of the appointment

<b>Qualifications</b>	Successful candidates will be required to produce evidence of their qualifications upon joining the University
<b>Medical clearance</b>	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
<b>Eligibility to work in the UK</b>	Candidates who are not citizens of the United Kingdom, or of another EEA member country, should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <a href="https://www.gov.uk/browse/visas-immigration/work-visas">https://www.gov.uk/browse/visas-immigration/work-visas</a> . Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.
<b>Document checks</b>	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the <a href="#">UK Visas and Immigration website</a> .

**Equal opportunities**

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.

An Equal Opportunities Monitoring Form is included with the application form.

**Data Protection Act 1998**

Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Disclosure and Barring Service (DBS)**

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr).

**Aston University**  
**Employable Graduates**  
**Exploitable Research**

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